§ 260.7

- (c) Notice of intent to audit. Interested parties must file with the Copyright Office a notice of intent to audit the designated agent. Such notice of intent shall also be served at the same time on the designated agent to be audited. Within 30 days of the filing of the notice of intent, the Copyright Office shall publish in the FEDERAL REGISTER a notice announcing such filing.
- (d) *Retention of records.* The interested party requesting the verification procedure shall retain the report of the verification for a period of three years.
- (e) Acceptable verification procedure. An audit, including underlying paperwork, which was performed in the ordinary course of business according to generally accepted auditing standards by an independent auditor, shall serve as an acceptable verification procedure for all interested parties.
- (f) Costs of the verification procedure. The interested parties requesting the verification procedure shall pay for the cost of the verification procedure, unless an independent auditor concludes that there was an underpayment of five (5) percent or more, in which case, the designated agent shall bear the costs of the verification procedure.
- (g) Interested parties. For purposes of this section, interested parties are those individuals or entities who are entitled to receive royalty payments pursuant to 17 U.S.C. 114(g)(2), or their designated agents.

§ 260.7 Unknown copyright owners.

If the designated collecting agent is unable to identify or locate a copyright owner who is entitled to receive a royalty payment under this part, the collecting agent shall retain the required payment in a segregated trust account for a period of three years from the date of payment. No claim to such payment shall be valid after the expiration of the three-year period. After the expiration of this period, the collecting agent may use the unclaimed funds to offset the cost of the administration of the collection and distribution of the royalty fees.

[63 FR 25413, May 8, 1998, as amended at 64 FR 36576, July 7, 1999]

EFFECTIVE DATE NOTE: At 68 FR 36470, June 18, 2003, §260.7 was amended by removing the word "collecting" after the phrase "If the designated'; by removing the word "collecting" each place it appears and adding the word "designated "in its place; and in the last sentence, by removing the word "fees" and adding the word "payments" in its place, effective July 18, 2003.

PART 261—RATES AND TERMS FOR ELIGIBLE NONSUBSCRIPTION TRANSMISSIONS AND THE MAKING OF EPHEMERAL REPRODUCTIONS

Sec

261.1 General.

261.2 Definitions.

- 261.3 Royalty fees for public performance of sound recordings and for ephemeral recordings.
- 261.4 Terms for making payment of royalty fees and statements of account.

261.5 Confidential information.

- 261.6 Verification of statements of account.
- 261.7 Verification of royalty payments.

261.8 Unclaimed funds.

AUTHORITY: 17 U.S.C. 112(e), 114, 801(b)(1).

SOURCE: 67 FR 45272, July 8, 2002, unless otherwise noted.

§ 261.1 General.

- (a) This part 261 establishes rates and terms of royalty payments for the public performance of sound recordings in certain digital transmissions by certain Licensees in accordance with the provisions of 17 U.S.C. 114, and the making of ephemeral recordings by certain Licensees in accordance with the provisions of 17 U.S.C. 112(e).
- (b) Licensees relying upon the statutory license set forth in 17 U.S.C. 114 shall comply with the requirements of that section and the rates and terms of this part.
- (c) Licensees relying upon the statutory license set forth in 17 U.S.C. 112 shall comply with the requirements of that section and the rates and terms of this part.
- (d) Notwithstanding the schedule of rates and terms established in this part, the rates and terms of any license agreements entered into by Copyright Owners and services within the scope of 17 U.S.C. 112 and 114 concerning eligible nonsubscription transmissions shall apply in lieu of the rates and terms of this part.

§ 261.2 Definitions.

For purposes of this part, the following definitions shall apply:

Aggregate Tuning Hours mean the total hours of programming that the Licensee has transmitted over the Internet during the relevant period to

all end users within the United States from all channels and stations that provide audio programming consisting, in whole or in part, of eligible nonsubscription transmissions. By way of example, if a service transmitted one hour of programming to 10 simultaneous listeners, the service's Aggregate Tuning Hours would equal 10. Likewise, if one listener listened to a service for 10 hours, the service's Aggregate Tuning Hours would equal 10.

Business Establishment Service is a Licensee that is entitled to transmit to the public a performance of a sound recording under the limitation on exclusive rights specified by 17 U.S.C. 114(d)(1)(C)(iv) and that obtains a compulsory license under 17 U.S.C. 112(e) to make ephemeral recordings for the sole purpose of facilitating those exempt transmissions.

Commercial Broadcaster is a Licensee that owns and operates a terrestrial AM or FM radio station that is licensed by the Federal Communications Commission to make over-the-air broadcasts, other than a CPB-Affiliated or Non-CPB-Affiliated, Non-Commercial Broadcaster.

Copyright Owner is a sound recording copyright owner who is entitled to receive royalty payments made under this part pursuant to the statutory licenses under 17 U.S.C. 112(e) or 114.

Designated Agent is the agent designated by the Librarian of Congress for the receipt of royalty payments made pursuant to this part from the Receiving Agent. The Designated Agent shall make further distribution of those royalty payments to Copyright Owners and Performers that have been identified in §261.4(c).

Ephemeral Recording is a phonorecord created solely for the purpose of facilitating a transmission of a public performance of a sound recording under the limitations on exclusive rights specified by 17 U.S.C. 114(d)(1)(C)(iv) or under a statutory license in accordance with 17 U.S.C. 114(f), and subject to the limitations specified in 17 U.S.C. 112(e).

Gross proceeds mean all fees and payments, as used in §261.3(d), including those made in kind, received from any source before, during or after the License term which are derived from the use of copyrighted sound recordings

pursuant to 17 U.S.C. 112(e) for the sole purpose of facilitating a transmission to the public of a performance of a sound recording under the limitation on the exclusive rights specified in section 114(d)(1)(c)(iv).

Licensee is: (1) A person or entity that has obtained a compulsory license under 17 U.S.C. 112 or 114 and the implementing regulations therefor to make eligible non-subscription transmissions and ephemeral recordings, or

(2) A person or entity entitled to transmit to the public a performance of a sound recording under the limitation on exclusive rights specified by 17 U.S.C. 114(d)(1)(C)(iv) and that has obtained a compulsory license under 17 U.S.C. 112 to make ephemeral recordings.

Listener is a recipient of a transmission of a public performance of a sound recording made by a Licensee or a Business Establishment Service. However, if more than one person is listening to a transmission made to a single machine or device, those persons collectively constitute a single listener.

Non-CPB, Non-Commercial Broadcaster is a Public Broadcasting Entity as defined in 17 U.S.C. 118(g) that is not qualified to receive funding from the Corporation for Public Broadcasting pursuant to the criteria set forth in 47 U.S.C. 396.

Performance is each instance in which any portion of a sound recording is publicly performed to a listener via a Web Site transmission or retransmission (e.g. the delivery of any portion of a single track from a compact disc to one listener) but excluding the following:

- (1) A performance of a sound recording that does not require a license (e.g., the sound recording is not copyrighted);
- (2) A performance of a sound recording for which the service has previously obtained license from the copyright owner of such sound recording; and
- (3) An incidental performance that both: (i) Makes no more than incidental use of sound recordings including, but not limited to, brief musical transitions in and out of commercials

§ 261.3

or program segments, brief performances during news, talk and sports programming, brief background performances during disk jockey announcements, brief performances during commercials of sixty seconds or less in duration, or brief performances during sporting or other public events; and

(ii) Other than ambient music that is background at a public event, does not contain an entire sound recording and does not feature a particular sound recording of more than thirty seconds (as in the case of a sound recording used as a theme song).

Performer means the respective independent administrators identified in 17 U.S.C. 114(g)(2)(A) and (B) and the parties identified in 17 U.S.C. 114(g)(2)(C).

Receiving Agent is the agent designated by the Librarian of Congress for the collection of royalty payments made pursuant to this part by Licensees and the distribution of those royalty payments to Designated Agents, and that has been identified as such in §261.4(b). The Receiving Agent may also be a Designated Agent.

Side channel is a channel on the Web Site of a Commercial Broadcaster or a Non-CPB, Non-Commercial Broadcaster, which channel transmits eligible non-subscription transmissions that are not simultaneously transmitted over-the-air by the Licensee.

Webcaster is a Licensee, other than a Commercial Broadcaster, Non-CPB, Non-Commercial Broadcaster or Business Establishment Service, that makes eligible non-subscription transmissions of digital audio programming over the Internet through a Web Site.

Web Site is a site located on the World Wide Web that can be located by an end user through a principal Uniform Resource Locator (a "URL"), e.g., www.xxxxx.com.

§ 261.3 Royalty fees for public performances of sound recordings and for ephemeral recordings.

(a) For the period October 28, 1998, through December 31, 2002, royalty rates and fees for eligible digital transmissions of sound recordings made pursuant to 17 U.S.C. 114(d)(2), and the making of ephemeral recordings pursuant to 17 U.S.C. 112(e) shall be as follows:

- (1) Webcaster and Commercial Broadcaster Performance Royalty. For all Internet transmissions, including simultaneous Internet retransmissions of over-the-air AM or FM radio broadcasts, a Webcaster and a Commercial Broadcaster shall pay a section 114(f) performance royalty of 0.07¢ per performance.
- (2) Non-CPB, Non-Commercial Broadcaster Performance Royalty.
- (i) For simultaneous Internet retransmissions of over-the-air AM or FM broadcasts by the same radio station, a non-CPB, Non-Commercial Broadcaster shall pay a section 114(f) performance royalty of 0.02¢ per performance.
- (ii) For other Internet transmissions, including up to two side channels of programming consistent with the mission of the station, a Non-CPB, Non-Commercial Broadcaster shall pay a section 114(f) performance royalty of 0.02¢ per performance.
- (iii) For Internet transmissions on other side channels of programming, a Non-CPB, Non-Commercial Broadcaster shall pay a section 114(f) performance royalty of 0.07¢ per performance.
- (b) Estimate of Performance. Until December 31, 2002, a Webcaster, Commercial Broadcaster, or Non-CPB, Non-Commercial Broadcaster may estimate its total number of performances if the actual number is not available. Such estimation shall be based on multiplying the total number of Aggregate Tuning Hours by 15 performances per hour (1 performance per hour in the case of transmissions or retransmissions of radio station programming reasonably classified as news, business, talk or sports, and 12 performances per hour in the case of transmissions or retransmissions of all other radio station programming).
- (c) Webcaster and Broadcaster Ephemeral Recordings Royalty. For the making of any number of ephemeral recordings to facilitate the Internet transmission of a sound recording, each Webcaster, Commercial Broadcaster, and Non-CPB, Non-Commercial Broadcaster shall pay a section 112(e) royalty equal to 8.8% of their total performance royalty.

- (d) Business Establishment Ephemeral Recordings Royalty. For the making of any number of ephemeral recordings in the operation of a service pursuant to the Business Establishment exemption contained in 17 U.S.C. 114(d)(1)(C)(iv), a Business Establishment Service shall pay a section 112(e) ephemeral recording royalty equal to ten percent (10%) of the Licensee's annual gross proceeds derived from the use in such service of the musical programs which are attributable to copyrighted recordings. The attribution of gross proceeds to copyrighted recordings may be made on the basis of:
- (1) For classical programs, the proportion that the playing time of copyrighted classical recordings bears to the total playing time of all classical recordings in the program,

(2) For all other programs, the proportion that the number of copyrighted recordings bears to the total number of all recordings in the program.

- (e) Minimum fee. (1) Each Webcaster, Commercial Broadcaster, and Non-CPB, Non-Commercial Broadcaster licensed to make eligible digital transmissions and/or ephemeral recordings pursuant to licenses under 17 U.S.C. 114(f) and/or 17 U.S.C. 112(e) shall pay a minimum fee of \$500 for each calendar year, or part thereof, in which it makes such transmissions or recordings.
- (2) Each Business Establishment Service licensed to make ephemeral recordings pursuant to a license under 17 U.S.C. 112(e) shall pay a minimum fee of \$10,000 for each calendar year, or part thereof, in which it makes such recordings.

§ 261.4 Terms for making payment of royalty fees and statements of account.

(a) A Licensee shall make the royalty payments due under §261.3 to the Receiving Agent. If there are more than one Designated Agent representing Copyright Owners or Performers entitled to receive any portion of the royalties paid by the Licensee, the Receiving Agent shall apportion the royalty payments among Designated Agents using the information provided by the Licensee pursuant to the regulations governing records of use of performances for the period for which the roy-

alty payment was made. Such apportionment shall be made on a reasonable basis that uses a methodology that values all performances equally and is agreed upon among the Receiving Agent and the Designated Agents. Within 30 days of adoption of a methodology for apportioning royalties among Designated Agents, the Receiving Agent shall provide the Register of Copyrights with a detailed description of that methodology.

(b) Until such time as a new designation is made, SoundExchange, an unincorporated division of the Recording Industry Association of America, Inc., is designated as the Receiving Agent to receive statements of account and royalty payments from Licensees. Until such time as a new designation is Royalty Logic, Inc. SoundExchange are designated as Designated Agents to distribute royalty payments to Copyright Owners and Performers entitled to receive royalties under 17 U.S.C. 114(g)(2) from the performance of sound recordings owned by such Copyright Owners.

(c) SoundExchange is the Designated Agent to distribute royalty payments to each Copyright Owner and Performer entitled to receive royalties under 17 U.S.C. 114(g)(2) from the performance of sound recordings owned by such Copyright Owners, except when a Copyright Owner or Performer has notified SoundExchange in writing of an election to receive royalties from a particular Designated Agent. With respect to any royalty payment received by the Receiving Agent from a Licensee, a designation by a Copyright Owner or Performer of a particular Designated Agent must be made no later than thirty days prior to the receipt by the Receiving Agent of that royalty payment.

(d) Commencing September 1, 2002, a Licensee shall make any payments due under §261.3 to the Receiving Agent by the forty-fifth (45th) day after the end of each month for that month. Concurrently with the delivery of payment to the Receiving Agent, a Licensee shall deliver to each Designated Agent a copy of the statement of account for such payment. A Licensee shall pay a late fee of 0.75% per month, or the highest lawful rate, whichever is lower,

§ 261.4

for any payment received by the Receiving Agent after the due date. Late fees shall accrue from the due date until payment is received by the Receiving Agent.

(e) A Licensee shall make any payments due under §261.3 for transmissions made between October 28, 1998, and August 31, 2002, to the Receiv-

ing Agent by October 20, 2002.

(f) A Licensee shall submit a monthly statement of account for accompanying royalty payments on a form prepared by the Receiving Agent after full consultation with all Designated Agents. The form shall be made available to the Licensee by the Receiving Agent. A statement of account shall include only such information as is necessary to calculate the accompanying royalty payment. Additional information beyond that which is sufficient to calculate the royalty payments to be paid shall not be required to be included on the statement of account.

(g) The Receiving Agent shall make payments of the allocable share of any royalty payment received from any Licensee under this section to the Designated Agent(s) as expeditiously as is reasonably possible following receipt of the Licensee's royalty payment and statement of account as well as the Licensee's Report of Use of Sound Recordings under Statutory License for the period to which the royalty payment and statement of account pertain, with such allocation to be made on the basis determined as set forth in paragraph (a) of this section. The Receiving Agent and the Designated Agent shall agree on a reasonable basis on the sharing on a pro-rata basis of any incremental costs directly associated with the allocation method. A final adjustment, if necessary, shall be agreed and paid or refunded, as the case may be, between the Receiving Agent and a Designated Agent for each calendar year no later than 180 days following the end of each calendar year.

(h) The Designated Agent shall distribute royalty payments on a reasonable basis that values all performances by a Licensee equally based upon the information provided by the Licensee pursuant to the regulations governing records of use of performances; Pro-

vided, however, that Copyright Owners and Performers who have designated a particular Designated Agent may agree to allocate their shares of the royalty payments among themselves on an alternative basis.

(i)(1) A Designated Agent shall provide to the Register of Copyrights:

- (i) A detailed description of its methodology for distributing royalty payments to Copyright Owners and Performers who have not agreed to an alternative basis for allocating their share of royalty payments (hereinafter, "non-members"), and any amendments thereto, within 30 days of adoption and no later than 60 days prior to the first distribution to Copyright Owners and Performers of any royalties distributed pursuant to that methodology;
- (ii) Any written complaint that the Designated Agent receives from a non-member concerning the distribution of royalty payments, within 30 days of receiving such written complaint; and
- (iii) The final disposition by the Designated Agent of any complaint specified by paragraph (i)(1)(ii) of this section, within 60 days of such disposition.
- (2) A Designated Agent may request that the Register of Copyrights provide a written opinion stating whether the Agent's methodology for distributing royalty payments to non-members meets the requirements of this section.
- (j) A Designated Agent shall distribute such royalty payments directly to the Copyright Owners and Performers, according to the percentages set forth in 17 U.S.C. 114(g)(2), if such Copyright Owners and Performers provide the Designated Agent with adequate information necessary to identify the correct recipient for such payments. However, Performers and Copyright Owners may jointly agree with a Designated Agent upon payment protocols to be used by the Designated Agent that provide for alternative arrangements for the payment of royalties to Performers and Copyright Owners consistent with the percentages in 17 U.S.C. 114(g)(2).
- (k) A Designated Agent may deduct from the royalties paid to Copyright Owners and Performers reasonable

costs incurred in the collection and distribution of the royalties paid by Licensees under §261.3, and a reasonable charge for administration.

(l) In the event a Designated Agent and a Receiving Agent cannot agree upon a methodology for apportioning royalties pursuant to paragraph (a) of this section, either the Receiving Agent or a Designated Agent may seek the assistance of the Copyright Office in resolving the dispute.

§ 261.5 Confidential information.

(a) For purposes of this part, "Confidential Information" shall include the statements of account, any information contained therein, including the amount of royalty payments, and any information pertaining to the statements of account reasonably designated as confidential by the Licensee submitting the statement.

(b) Confidential Information shall not include documents or information that at the time of delivery to the Receiving Agent or a Designated Agent are public knowledge. The Receiving Agent or a Designated Agent that claims the benefit of this provision shall have the burden of proving that the disclosed information was public knowledge.

(c) In no event shall the Receiving Agent or Designated Agent(s) use any Confidential Information for any purpose other than royalty collection and distribution and activities directly related thereto; Provided, however, that the Designated Agent may report Confidential Information provided statements of account under this part in aggregated form, so long as Confidential Information pertaining to any Licensee or group of Licensees cannot directly or indirectly be ascertained or reasonably approximated. All reported aggregated Confidential Information from Licensees within a class of Licensees shall concurrently be made available to all Licensees then in such class. As used in this paragraph, the phrase "class of Licensees" means all Licensees paying fees pursuant to

(d) Except as provided in paragraph (c) of this section and as required by law, access to Confidential Information shall be limited to, and in the case of

paragraphs (d)(3) and (d)(4) of this section shall be provided upon request, subject to resolution of any relevance or burdensomeness concerns and reimbursement of reasonable costs directly incurred in responding to such request, to:

- (1) Those employees, agents, consultants and independent contractors of the Receiving Agent or a Designated Agent, subject to an appropriate confidentiality agreement, who are engaged in the collection and distribution of royalty payments hereunder and activities directly related thereto, who are not also employees or officers of a Copyright Owner or Performer, and who, for the purpose of performing such duties during the ordinary course of employment, require access to the records;
- (2) An independent and qualified auditor, subject to an appropriate confidentiality agreement, who is authorized to act on behalf of the Receiving Agent or a Designated Agent with respect to the verification of a Licensee's statement of account pursuant to §261.6 or on behalf of a Copyright Owner or Performer with respect to the verification of royalty payments pursuant to §261.7;
- (3) In connection with future Copyright Arbitration Royalty Panel proceedings under 17 U.S.C. 114(f)(2) and 112(e), under an appropriate protective order, attorneys, consultants and other authorized agents of the parties to the proceedings, Copyright Arbitration Royalty Panels, the Copyright Office or the courts; and
- (4) In connection with bona fide royalty disputes or claims by or among Licensees, the Receiving Agent, Copyright Owners, Performers or the Designated Agent(s), under an appropriate confidentiality agreement or protective order, attorneys, consultants and other authorized agents of the parties to the dispute, arbitration panels or the courts.
- (e) The Receiving Agent or Designated Agent(s) and any person identified in paragraph (d) of this section shall implement procedures to safeguard all Confidential Information using a reasonable standard of care,

§ 261.6

but no less than the same degree of security used to protect Confidential Information or similarly sensitive information belonging to such Receiving Agent or Designated Agent(s) or person.

(f) Books and records of a Licensee, the Receiving Agent and of a Designated Agent relating to the payment, collection, and distribution of royalty payments shall be kept for a period of not less than three (3) years.

§ 261.6 Verification of statements of account.

(a) *General.* This section prescribes general rules pertaining to the verification of the statements of account by the Designated Agent.

(b) Frequency of verification. A Designated Agent may conduct a single audit of a Licensee, upon reasonable notice and during reasonable business hours, during any given calendar year, for any or all of the prior three (3) calendar years, and no calendar year shall be subject to audit more than once.

(c) Notice of intent to audit. A Designated Agent must submit a notice of intent to audit a particular Licensee with the Copyright Office, which shall publish in the FEDERAL REGISTER a notice announcing the receipt of the notice of intent to audit within thirty (30) days of the filing of the Designated Agent's notice. The notification of intent to audit shall be served at the same time on the Licensee to be audited. Any such audit shall be conducted by an independent and qualified auditor identified in the notice, and shall be binding on all Designated Agents, and all Copyright Owners and Performers.

(d) Acquisition and retention of records. The Licensee shall use commercially reasonable efforts to obtain or to provide access to any relevant books and records maintained by third parties for the purpose of the audit and retain such records for a period of not less than three (3) years. The Designated Agent requesting the verification procedure shall retain the report of the verification for a period of not less than three (3) years.

(e) Acceptable verification procedure. An audit, including underlying paperwork, which was performed in the ordi-

nary course of business according to generally accepted auditing standards by an independent and qualified auditor, shall serve as an acceptable verification procedure for all Designated Agents with respect to the information that is within the scope of the audit.

(f) Consultation. Before rendering a written report to a Designated Agent, except where the auditor has a reasonable basis to suspect fraud and disclosure would, in the reasonable opinion of the auditor, prejudice the investigation of such suspected fraud, the auditor shall review the tentative written findings of the audit with the appropriate agent or employee of the Licensee being audited in order to remedy any factual errors and clarify any issues relating to the audit; Provided that the appropriate agent or employee of the Licensee reasonably cooperates with the auditor to remedy promptly any factual errors or clarify any issues raised by the audit.

(g) Costs of the verification procedure. The Designated Agent requesting the verification procedure shall pay the cost of the procedure, unless it is finally determined that there was an underpayment of ten percent (10%) or more, in which case the Licensee shall, in addition to paying the amount of any underpayment, bear the reasonable costs of the verification procedure; Provided, however, that a Licensee shall not have to pay any costs of the verification procedure in excess of the amount of any underpayment unless the underpayment was more than twenty percent (20%) of the amount finally determined to be due from the Licensee and more than \$5,000.00.

§ 261.7 Verification of royalty payments.

(a) General. This section prescribes general rules pertaining to the verification by any Copyright Owner or Performer of royalty payments made by a Designated Agent; Provided, however, that nothing contained in this section shall apply to situations where a Copyright Owner or a Performer and a Designated Agent have agreed as to proper verification methods.

- (b) Frequency of verification. A Copyright Owner or a Performer may conduct a single audit of a Designated Agent upon reasonable notice and during reasonable business hours, during any given calendar year, for any or all of the prior three (3) calendar years, and no calendar year shall be subject to audit more than once.
- (c) Notice of intent to audit. A Copyright Owner or Performer must submit a notice of intent to audit a particular Designated Agent with the Copyright Office, which shall publish in the FED-ERAL REGISTER a notice announcing the receipt of the notice of intent to audit within thirty (30) days of the filing of the notice. The notification of intent to audit shall be served at the same time on the Designated Agent to be audited. Any such audit shall be conducted by an independent and qualified auditor identified in the notice, and shall be binding on all Copyright Owners and Performers.
- (d) Acquisition and retention of records. The Designated Agent making the royalty payment shall use commercially reasonable efforts to obtain or to provide access to any relevant books and records maintained by third parties for the purpose of the audit and retain such records for a period of not less than three (3) years. The Copyright Owner or Performer requesting the verification procedure shall retain the report of the verification for a period of not less than three (3) years.
- (e) Acceptable verification procedure. An audit, including underlying paperwork, which was performed in the ordinary course of business according to generally accepted auditing standards by an independent and qualified auditor, shall serve as an acceptable verification procedure for all parties with respect to the information that is within the scope of the audit.
- (f) Consultation. Before rendering a written report to a Copyright Owner or Performer, except where the auditor has a reasonable basis to suspect fraud and disclosure would, in the reasonable opinion of the auditor, prejudice the investigation of such suspected fraud, the

auditor shall review the tentative written findings of the audit with the appropriate agent or employee of the Designated Agent being audited in order to remedy any factual errors and clarify any issues relating to the audit; Provided that the appropriate agent or employee of the Designated Agent reasonably cooperates with the auditor to remedy promptly any factual errors or clarify any issues raised by the audit.

(g) Costs of the verification procedure. The Copyright Owner or Performer requesting the verification procedure shall pay the cost of the procedure, unless it is finally determined that there was an underpayment of ten percent (10%) or more, in which case the Designated Agent shall, in addition to paying the amount of any underpayment, bear the reasonable costs of the verification procedure; Provided, however, that a Designated Agent shall not have to pay any costs of the verification procedure in excess of the amount of any underpayment unless the underpayment was more than twenty percent (20%) of the amount finally determined to be due from the Designated Agent and more than \$5,000.00.

§ 261.8 Unclaimed funds.

If a Designated Agent is unable to identify or locate a Copyright Owner or Performer who is entitled to receive a royalty payment under this part, the Designated Agent shall retain the required payment in a segregated trust account for a period of three (3) years from the date of payment. No claim to such payment shall be valid after the expiration of the three (3) year period. After the expiration of this period, the unclaimed funds of the Designated Agent may first be applied to the costs directly attributable to the administration of the royalty payments due such unidentified Copyright Owners and Performers and shall thereafter be allocated on a pro rata basis among the Designated Agents(s) to be used to offset such Designated Agent(s) other costs of collection and distribution of the royalty fees.

INDEX TO CHAPTER II—COPYRIGHT OFFICE, LIBRARY OF CONGRESS

OF CONGRESS

EDITORIAL NOTE: This listing is provided for informational purposes only. It is compiled and kept current by the Department of Commerce. This index is updated as of July 1, 2002.

kept current by the Department of Commerce. This index is updated as of July 1, 2002.
Section
Access to, and confidentiality of, Statements of Account for digital
audio recording devices or media
Auditor's Reports, and other verification information filed in the Copy-
right Office for digital audio recording devices or media201.29
Access (public) to CARP ¹ meetings
Account (Statements of) for digital audio recording devices or
media
Acquisition and deposit of unpublished television transmission pro-
grams
Addresses prescribed for communications with Copyright Office 201.1, 201.2, 201.5,
202.3
Adjustment (rate) proceedings (CARP) 1251.60 to 251.65
Advance notices of potential infringement
Affixation (methods of) of copyright notice and positions on works201.20
Agreements between copyright owners and public broadcasting entities,
Recordation of
Amend or correct individual's record under Privacy Act, Appeal of re-
fusal to. 204.8
Amendment or correction of records under Privacy Act, Request for204.7
Annual Statements of Account, Contents of
Anti-circumvention, (circumvention), Exemptions to prohibition
against
Arbitrators (CARP) ¹ , Financial disclosure statements of
Arbitrators (CARP) 1, Standards of conduct for
Architectural works 202.11
Architectural works, Deposit of
Archives and libraries, Warnings of copyright for use by
Arts (visual), registration of (see Pictorial, graphic & sculptural
works)
Arts (visual) registry
Assessment of costs of (CARP) 1 panels
Audio (digital) recording devices or media, Initial notice of distribution
of
Audio (digital) recording devices or media, Statements of Account
for
Auditor's Reports filed in Copyright Office for digital audio recording
devices or media (Access to, and confidentiality of)201.29
Auditor's Reports (In general)
Basic registration defined
Best Edition
••

¹CARP is the acronym for Copyright Arbitration Royalty Panel.

Blind and physically handicapped, ² Voluntary license to permit duction of nondramatic literary works solely for use of	
Broadcasting entities and copyright owners, Recordation of agree between	ments
Broadcasting entities (public), Performance of musical compos	sitions
by	253.4, 253.5
Broadcasting entity (public) defined	
Cable compulsory license, Adjustment of royalty fees for	256.1, 256.2
Cable compulsory license, Application of the 3.75% rate	201.17, 200.2 dation
of	
Cable royalty fees, Filing of claims for [under 17 U.S.C. 111(d)(4), 80	1, and
803]	
Cable systems, Statements of Account covering compulsory licens	ses for
secondary transmissions by	201.17
Cancellation of completed registrations	201.7
CARP ¹ arbitrators, Financial disclosure statements of	
CARP arbitrator lists	
CARP1 organization	251.1 to 251.8
CARP meetings, Public access to	. 251.11 to 251.16
CARP¹ records, Inspection of	. 231.21 to 231.23
Cartographic (three-dimensional) representations of area, such as and relief models	grobes 12.20(c)(2)(xi)(B)
Certification and Documents Section, Information and Reference	Divi-
sion, as address for certain requests	201.1(c)
Certification of copies or documents, Requests for	201.2(d)
Certification (official) defined	201.4(a)
Circumvention, Exemptions to prohibition against	201.40
Claimants, Copyright applications	202.3
Claims to cable royalty fees under 17 U.S.C. 111(d)(4), 801 and 803	252.1 to 252.5
Claims to satellite royalties	257
Coin-operated phonorecord player defined	254.2
Coin-operated phonorecord players, Adjustment of royalty rate for	254.1 to 254.3
Collective works, Deposit of contributions to	.202.20(c)(2)(xv)
Colleges and universities, Performance of nondramatic musical con	nposi-
tions by public broadcasting entities licensed to	
Commercial prints and labels, Deposit of	$\dots 202.20(c)(2)(v)$
Communications with Copyright Office, Addresses prescribed for	201.1
Complete copy defined for mandatory deposit only	202.19(b) (2)
Complete copy for purposes of registration, Definition of	202.20(b)(2)
Compulsory license for making/distributing phonorecords of ne	ondra-
matic musical works, Notice of intention to obtain	201.18
Compulsory license for making/distributing phonorecords of ne	
matic musical works, Rates	255.1 to 255.5
Compulsory license for making/distributing phonorecords of no	ondra-
matic musical works, Royalties and statements of ac	
under	
Compulsory license for secondary transmissions by cable systems,	State-
ments of Account covering Compulsory license, Record keeping for use of sound recordings	201 25 +0 201 27
Compulsory license, Sound recordings	
other than CD-ROM format, Deposit of	202 20(c)(2)(533)
Computer shareware, Recordation of documents pertaining to	901 96
compacer shareware, recordation of documents pertaining to	

 $[\]overline{\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ }^2$ But see 17 U.S.C. 121 (reproduction for blind or other people with disabilities), added by the Act of September 16, 1996, Pub. L. 104–197, 110 Stat. 2394, 2416.

Computer software (public domain), Recordation of documents regarding donation of
Conduct standards for CARP ¹ arbitrators
Confidentiality of, and access to, Statements of Account, Auditor's Re-
ports, and other verification information filed in the Copyright Of-
fice for digital audio recording devices or media201.29
Congress (Library of), Deposit of published copies or phonorecords
for
Congress (Library of), Transfer of unpublished copyright deposits to201.23
Contents of Statements of Account covering compulsory licenses for sec-
ondary cable transmissions
Contributions to collective works, Deposit of
Copies and phonorecords, Deposit for copyright registration of
Copies containing both visually perceptible and machine-readable mate-
rial other than a CD-ROM format, Deposit of202.20(c)(2)(ix)
Copies, Deposit of identifying material instead of
Copies deposited, Return of
Copies of records or deposits Degrees for
Copies of records or deposits, Requests for
copies of phonorecords (published) for the Library of Congress, Deposit
of
Copy (complete) defined for mandatory deposit only
Copying of records and indexes (Inspection and)
Copying of records under Freedom of Information Act [FOIA] (Inspection
and)
Copyright Arbitration Royalty Panel (CARP) 1: Rules and Procedures
Access (public) to CARP ¹ meetings
Arbitrator lists
Conduct standards of CARP 1 arbitrators251.30 to 251.39
Ex parte communications
Inspection of CARP ¹ records
Organization of CARP ¹
Procedures of CARP 1 panels
Public access to CARP 1 meetings
Rate adjustment proceedings
Records (CARP), ¹ Inspection of
Royalty fee distribution proceedings
Standards of conduct for CARP 1 arbitrators
Copyright deposits, Full-term retention of
Copyright deposits (unpublished). Transfer to Library of Congress of
Copyright, Material not subject to 202.1
Copyright notice, General 202.2
Copyright notice, Methods of affixation and position201.20
Copyright Office fees. See Fees
Copyright Office, Information given by201.2
Copyright Office, Proper address for mail and other communications
with 201.1
Copyright owners and broadcasting entities, Recordation of agreements
between
Copyright, Registration of claims to
Copyright restoration for certain motion pictures and their contents
under NAFTA, ³ Procedures for
Copyright restoration under Uruguay Round Agreements Act
Copyright Warning for software lending by nonprofit libraries201.24
Correction or amendment of records under Privacy Act, Request for201.24
Corrections and amplifications of copyright registrations
Correspondence (official), Access and requests for copies of201.2(c) & (d)
correspondence (orneral), Access and requests for copies or

³NAFTA is the acronym for North American Free Trade Agreement.

Costs of CARP ¹ panels, Assessment of	251.54
Databases and computer programs embodied in machine-readable of	
other than CD-ROM format, Deposit of	202.20(c)(2)(vii)
Date (effective) of registration	202.4
Date of recordation defined	01.4(a), 201.26(f)
Definitions:	004 007 \(\)
Advance Notice of Potential Infringement	201.22(a)(1)
Annual Statement of Account (compulsory license)	201.19(a)(2)
Architectural works	202.11(b)
Basic registration	
Best edition)(1), 202.20(b)(1)
Cable system	
Cancellation	201.7(a)
Certification (official)	201.4(e)
Coin-operated phonorecord player	
Complete copy (deposit for registration)	
Complete copy (mandatory deposit)	202.19(D)(Z)
Computer shareware	
Contributions to collective works	202.20(D)(2)(III)
Current base rate (cable systems)	
Date of recordation	01.4(e), 201.26(f)
for public performance of ephemeral or by audio transmission	terms
for public performance of ephemeral or by audio transmission	251.62
Digital phonorecord delivery	
Digital subscription transmissions, Initial notice of use of works.	201 25 201 27
Display Warning of Copyright	201.37 - 201.37
Distant signal equivalent	201.14(a)(1)
Distributor (satellite carrier)	201.17(D)(3)
Document designated as pertaining to computer shareware	201.11(D)
Gross receipts for basic service (cable systems)	
Individual (Privacy Act)	201.17(D)(1)
Local service area of a primary transmitter	201 17/b) (5)
Masthead	201.17 (b) (3)
Monthly Statement of Account (compulsory license)	201.20(b)(6)
Motion pictures	201.13(a)(1)
Musical scores	202.20(b)(2)(v1)
NAFTA ³ work	201 33(h)(1)
Network station (satellite carrier)	
Notice (initial) of Distribution of Digital Audio Recording Devices	
Notice of objection to certain noncommercial performances	201.27(b)
Off-the-air copying	202 22(c)
Order Warning of Copyright	201 14(a)(2)
Posthumous work (renewal)	202 17(h)
Potential copyright owner (NAFTA) ³	201 31(b)(4)
Primary transmission (satellite carrier)	201.01(b)(1) 201.11(b)(2)
Privacy Act	204.2
Private home viewing (satellite carrier)	201 11(b)
Public broadcasting entity	
Public domain computer software	201 26(b)(3)
Publication (NAFTA) 3	
Record (Privacy Act)	
Registration (supplementary)	201.5(2)
Reliance party	
Renewal (posthumous work)	202 17(h)
Restored work	
Routine use (Privacy Act)	204 2(4)
Satellite carrier	201 11(h)

Secondary transmission (satellite carrier)	201.11(b)(2)
Secure test	202.20(b)(4)
Single-leaf work	201.20(b)(9)
Sound recordings	202.20(b)(2)(iv)
Source country	201.33(b)(4)
Subscriber (satellite carrier)	201.11(b)
Superstation (satellite carrier)	201.11(b)
Supplementary registration	201.5(a)
Syndex-proof signal (satellite retransmission)	258.2
System of records (Privacy Act)	204 2(d)
Title page	201 20(b) (5)
Unserved household (satellite carrier)	201 11(b)
Warning of Copyright for Software Rental	201.11(b)
Deposit accounts	
Deposit (Acquisition and) of unpublished television transmi	201.0(D)
grams	
Deposit (mandatory) of published copies or phonorecords for	Library of
Congress	202.19
Deposit, Nature of required	202.20(c)(1)
Deposit of copies for registration by category:	
Architectural works	202.20(c)(2)(xviii)
Certain pictorial and graphic works	$\dots 202.20(c)(2)(iv)$
Commercial prints and labels	$\dots 202.20(c)(2)(v)$
Computer programs and databases embodied in machine-rea	dable cop-
ies other than CD-ROM format	202.20(c)(2)(vii)
Contributions to collective works	202.20(c)(2)(xv)
Generally	202.20(c)(2)(i)
Group registration of serials	202.20(c)(2)(xvii)
Holograms	202.20(c)(2)(iii)
Machine-readable copies of works other than computer	programs,
databases, and works fixed in a CD-ROM format	
	202.20(c)(2)(viii)
Oversize deposits	202.20(c)(2)(viii) 202.20(c)(2)(xiii)
Oversize deposits	202.20(c)(2)(xiii)
Oversize deposits	202.20(c)(2)(xiii) 202.20(c)(2)(xvi) 202.20(c)(2)(xiv)
Oversize deposits	202.20(c)(2)(xiii) 202.20(c)(2)(xvi) 202.20(c)(2)(xiv)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests	202.20(c)(2)(xiii) 202.20(c)(2)(xvi) 202.20(c)(2)(xiv) 202.20(c)(2)(xii) 202.20(c)(2)(vi)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii) 202.20(c) (2) (vii) 202.20(c) (2) (xix)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii) 202.20(c) (2) (xii) 202.20(c) (2) (xix) 202.20(c) (2) (xix)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format. Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects.	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii) 202.20(c) (2) (xii) 202.20(c) (2) (xix) 202.20(c) (2) (xi) 202.20(c) (2) (xi)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief)	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii) 202.20(c) (2) (xix) 202.20(c) (2) (xix) 202.20(c) (2) (xix) 202.20(c) (2) (xix)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of identifying material instead of copies	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief). Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works)	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format. Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects. Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from. Deposits (copyright), Full-term retention of	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of oversize material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of Deposits (unpublished copyright). Transfer to Library of Congre	202.20(c) (2) (xiii) 202.20(c) (2) (xvi) 202.20(c) (2) (xiv) 202.20(c) (2) (xii) 202.20(c) (2) (xii) 202.20(c) (2) (xix) 202.20(c) (2) (xi) 202.20(c) (2) (xi) 202.20(d) 202.20(d) 202.21 211.5 202.20(c) (2) (xiii) 202.21 202.19(c) 202.19(c) 202.19(c) 202.19(c) 202.19(c) 202.19(c) 202.19(c)
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of. Deposits (unpublished copyright), Transfer to Library of Congribesigns, Protection of original designs of vessel hulls.	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format. Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects. Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from. Deposits (copyright), Full-term retention of Deposits, Requests for copies of. Deposits (unpublished copyright), Transfer to Library of Congr Designs, Protection of original designs of vessel hulls. Digital audio recording devices and media royalty payments claims to. Digital audio recording devices or media (Access to, and conf of, Statements of Account, Auditor's Reports, and other vinformation filed in the Copyright Office for)	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format. Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects. Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from. Deposits (copyright), Full-term retention of Deposits, Requests for copies of. Deposits (unpublished copyright), Transfer to Library of Congra Designs, Protection of original designs of vessel hulls. Digital audio recording devices and media royalty payments claims to. Digital audio recording devices or media (Access to, and conformation filed in the Copyright Office for) Digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media (access to, and conformation filed in the Copyright Office for)	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of Deposits (unpublished copyright), Transfer to Library of Congr Designs, Protection of original designs of vessel hulls Digital audio recording devices and media royalty payments claims to. Digital audio recording devices or media (Access to, and conf of, Statements of Account, Auditor's Reports, and other v information filed in the Copyright Office for). Digital audio recording devices or media, Initial notice of di	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of copies under 17 U.S.C. 407, Presumption as to Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of Deposits (unpublished copyright), Transfer to Library of Congruposits, Protection of original designs of vessel hulls Digital audio recording devices and media royalty payments claims to. Digital audio recording devices or media (Access to, and conformation filed in the Copyright Office for). Digital audio recording devices or media, Initial notice of digital audio recording devices or media, Initial notice of digital audio recording devices or media, Statements of accounts.	
Oversize deposits Phonorecords Pictorial advertising material Soundtracks Tests Works fixed in a CD-ROM format Works reproduced in or on sheetlike materials Works reproduced in or on three-dimensional objects Deposit of copies for registration (special relief) Deposit of identifying material instead of copies Deposit of identifying material (Mask works) Deposit of oversize material Deposit requirements under 17 U.S.C. 407(a), Exemption from Deposits (copyright), Full-term retention of Deposits, Requests for copies of Deposits (unpublished copyright), Transfer to Library of Congr Designs, Protection of original designs of vessel hulls Digital audio recording devices and media royalty payments claims to. Digital audio recording devices or media (Access to, and conf of, Statements of Account, Auditor's Reports, and other v information filed in the Copyright Office for). Digital audio recording devices or media, Initial notice of di	

Digital phonorecord delivery, royalty rate for rowalts recordings, Rates and	255.5
Digital subscription transmissions of sound recordings, Rates and	
terms	to 260.5
Disclosure (financial) statements of CARP arbitrators	251.32
Displays [and] nondramatic performances of musical works for public	050.7
broadcasting entities Disruption of postal or other transportation or communications serv-	233.7
icesices	201.0
Distribution proceedings (CARP) ¹ for royalty fees251.70 ¹	201.0 ⊦ດ 951 79
Documents pertaining to computer shareware, and public domain com-	10 231.73
puter software, Recordation of	201 26
Documents, recordable	201.4(c)
Documents, Recordation of	. 201.4(C) 201.4
Effective date of registration	
Errors corrected by supplementary registration	201.5
Errors (minor) or omissions in registration	201.7(d)
Exemption from deposit requirements under 17 U.S.C. 407(a)	201.7 (d) 202 19(c)
Extended renewal term, Notices of termination of transfers and licenses	202.10(C)
covering	201 10
Fees, Generally for Copyright Office services	201.3
Freedom of Information Act	203.6
Licensing Division service fees	201 3(e)
Mask works	. 201.3(c)
Payment and Refunds	201.6
Privacy Act	
Registration, recordation and related services	201.3 (c)
Special services	
Vessel hull designs	2.2. 212.5
Fees Information on royalty payments or fees. See Royalty or Royalties	
Filing and service of written cases and pleadings with CARP 1	251.44
Financial disclosure statement of CARP 1 arbitrators	251.32
Forms for recordation not provided by Copyright Office	. 201.4(b)
Forms, Registration	2.3(b)(2)
Forms, Registration	
systems located outside of	201.12
Freedom of Information Act (FOIA), Electronic Records, public inspection	
and search	to 203.6
Freedom of Information Act (FOIA): Policies and Procedures	Part 203
Authority and functions	203.2
FOIA and Privacy Act (CARP ¹ proceedings)	251.23
In general	203.1
Inspection and copying	
Methods of operation	203.4
Organization of the Copyright Office]	203.3
Schedule of fees and methods of payment for services rendered	203.6
Full-term retention of copyright deposits	
Graphic works, Pictorial, sculptural, and	202.10
Handicapped; physically or blind, Voluntary license to permit reproduc- tion of nondramatic literary works solely for use of those who	
tion of nondramatic literary works solely for use of those who	
are	201.15
Holograms, Deposit of	c)(2)(iii)
Identifying material instead of copies, Deposit of	202.21
Identifying material for Mask works, Deposit of	211.5
Indexes. See Records.	
Individual defined for purposes of Privacy Act	. 204.2(a)
Information (Freedom of) Act. <i>See</i> Freedom of Information Act (FOIA).	
Information given by Copyright Office	
Infringement Advance notices of notential	201.22

Initial notice of distribution of digital audio recording devices or
media
Inquiries by mail, etc.; addresses
Inspection and copying of records
Inspection and copying of records under the Freedom of Information Act
(FOIA)
Inspection of CARP ¹ records
Judicial review of determinations by the Librarian of Congress in
CARP¹ proceedings
Labels, Deposit of commercial prints and202.20(c)(2)(v)
Legal processes, Service of §411(a) notice
Lending of software by honprofit fibraries, warning of copyright for201.22 Library of Congress, Deposit of published copies or phonorecords for
Library of Congress, Deposit of published copies of phonorecords for
Libraries and archives, Warning of copyright for use by
Libraries and archives, Warning of copyright for use by
availability at reasonable price
Libraries (Nonprofit), Warning of copyright for software lending by
License (compulsory) for making/distributing phonorecords of nondra-
matic musical works, Notice of intention to obtain
License (voluntary) solely for use of blind ² and physically handi-
capped
Licenses and transfers covering extended renewal term, Notices of ter-
mination of
Licenses (compulsory) for secondary transmissions by cable systems,
Statements of account covering
Licenses (statutory) for secondary transmissions for private home view-
ing, Satellite carrier statements of account covering
Licensing Division; inquiries/address201.1
Machine-readable copies of works other than computer programs, data-
bases, and works fixed in a CD-ROM format, Deposit of202.20(c)(2)(viii)
Machine-readable copies other than CD-ROM format, Computer pro-
grams and databases embodied in
Mail and other communications with Copyright Office, Proper address
for
Mask Work Protection:
Deposit of identifying material211.5
General provisions
Mask work fees
Methods of affixation and placement of mask work notice
Recordation of documents pertaining to mask works
Registration of claims of protection for mask works
Material not subject to copyright202.1
Material not subject to copyright202.1 Media, Initial notice of distribution of digital audio recording devices
or
Meetings of CARP 1, Public access to
Motion pictures and their contents, Procedures for copyright restoration
in accordance with NAFTA ³ for certain
Motion pictures, Deposit of
Musical compositions, Performance by public broadcasting entities
of
Musical works (nondramatic), Notice of intention to obtain compulsory
license for making/distributing phonorecords of
NAFTA, ³ Procedures for copyright restoration of certain motion pictures and the contents in accordance with
Pictures and the contents in accordance with
Moncommercial educational broadcasting

Noncommercial performances of nondramatic literary or musical works,	901 19
Notices of objection to certain	201.13
Nondramatic literary or musical works, Notices of objection to certain	
noncommercial performances of	201.13
Nondramatic literary works, License to permit reproduction solely for	001.15
use of blind and physically handicapped 2	201.15
Nondramatic musical works, Notice of intention to obtain compulsory	001 10
license for making/distributing phonorecords of	201.18
Nondramatic musical works, Royalties and statements of account under	004.40
compulsory license for making/distributing phonorecords of	201.19
Nondramatic performances and displays of musical works for public	050 5
broadcasting entities	253.7
Nonprofit libraries, Warning of copyright for lending of software by	201.24
Notice (Mask work), Method of affixation and placement of	
Notice of copyright	202.2
Notice of copyright, Methods of affixation and positions on works	
Contributions to collective works	. 201.20(f)
Motion pictures and other audiovisual works	201.20(h)
Pictorial, graphic, and sculptural works	. 201.20(i)
Single-leaf works	. 201.20(e)
Works published in book form	. 201.20(d)
Works reproduced in machine-readable copies	. 201.20(g)
Notice (initial) of distribution of digital audio recording devices or	
media	201.27
Notices of Intent to Enforce a restored copyright, Correction	
notices, Procedures for filing	201.34
Notices of Intent to Enforce a restored copyright under the Uruguay	
Round Agreements Act, Procedures for filing	201.33
Notice of intention to obtain compulsory license for making/distributing	
phonorecords	201.18
Notices (advance) of potential infringement	201.22
Notices of objection to certain noncommercial performances of nondra-	
matic literary or musical works	201.13
Notices of termination of transfers and licenses covering extended re-	
newal term	201.10
Objection (Notice of) to certain noncommercial performances of nondra-	
matic literary or musical works	201.13
Off-the-air copying of unpublished television transmission programs	. 202.22(c)
Organization of CARP 1251.	
Oversize deposits	c)(2)(xiii)
Panels (CARP) ¹ , Procedures of	to 251.58
Performances (nondramatic) and displays of musical works for public	
broadcasting entities	253.7
Performances of musical compositions by public broadcasting enti-	
ties	4 to 253.6
Performances of nondramatic literary or musical works, Notices of ob-	
jection to certain noncommercial	201.13
Phonorecords, Deposit for copyright registration	202.20
Phonorecords for Library of Congress, Deposit of published	202.19
Phonorecords of nondramatic musical works, Notice of intention to ob-	
tain compulsory license for making/distributing	201.18
Phonorecords of nondramatic musical works, Royalties and statements	
of account under compulsory license for making/distributing	201.19
Phonorecords, Royalty payable under compulsory license for making	
and distributing255.	
Photographs, Group Registration of	
Pictorial advertising material, Deposit of	
Pictorial, graphic, and sculptural works	202.10

Pictorial, graphic, and sculptural works published by public broad- casting entities, Terms and rates of royalty payments for the use	050.0
ofPositions and methods of affixation of copyright notice	. 200.0
Positions and methods of affixation of copyright notice	201.20
Presumption as to deposit of copies under 17 U.S.C. 407	2.19(1)
Prints (commercial) and labels, Deposit of	(Z)(V)
Privacy Act and FOIA (CARP¹ proceedings)	251.23
Privacy Act: Policies and Procedures	rt 204
Appeal of refusal to correct or amend an individual's record	. 204.8
Definitions	
Fees	
General policy	
Judicial review	. 204.9
Procedure for notification of the existence of records pertaining to in-	
dividuals	. 204.4
Procedures for requesting access to records	
Request for correction or amendment of records	. 204.7
Private home viewing, Satellite carrier statements of account covering	
statutory licenses for secondary transmissions for	201.11
Procedures for copyright restoration in U.S.A. of certain motion pic-	
tures and their contents in accordance with NAFTA ³	201.31
Procedures of CARP ¹ panels251.40 to	251.58
Proceedings for CARP 1 royalty fee distribution251.70 to	251.73
Proceedings for rate adjustment (CARP 1)251.60 to	251.65
Public access to CARP ¹ meetings	251.16
Public access to CARP¹ records	251.23
Public broadcasting entities. Nondramatic performances and displays of	
musical works for	253.7
Public broadcasting entities, Performance of musical compositions	. 20011
by	253.6
Public broadcasting entities, Recordation of agreements between copy-	, 200.0
right owners and	201.9
Public broadcasting entity defined	253 9
Public domain computer software, Recordation of documents pertaining	. 233.2
to donation ofto donation of documents per tanning	201 26
Published copies or phonorecords, Deposit (mandatory) for Library of	۵01.20
Congress	909 10
Congress	202.19
Rate adjustment proceedings (CARP)	231.03
Rate adjustment proceedings for secondary transmissions by satellite	050.0
carriers (CARP)	- 258.3
Record of individual under Privacy Act, Appeal of refusal to correct or	0010
amend	. 204.8
Recordability of documents (general requirements))1.4(c)
Recordation, Date of)1.4(e)
Recordation fees	
Recordation forms not necessary	11.4(b)
Recordation of agreements between copyright owners and public broad-	
casting entities	. 201.9
Recordation of cable contracts for systems outside the 48 contiguous	
states	201.12
Recordation of transfers and other documents	. 201.4
Recording devices (digital audio) or media, Initial notice of distribution	
of	201.27
Recording devices (digital audio) or media, Statements of account	
for	201.28
Records and indexes, Inspection and copying of)1.2(b)
Records (CARP) ¹ , Inspection of	251.23
Records; filings; addresses for requests	

Records, Request under Privacy Act for amendment or correction of	of204.7
Records (System of) under Privacy Act	204.2(d)
Records under Freedom of Information Act (FOIA), Inspection and	
ing of	203.5
Reference and Bibliography Section as address for search requests .	201.1(d)
Refund of Copyright Office fees	201.6
Refusal to correct or amend an individual's record, Appeal of	204.8
Registration (basic), Effect of supplementary registration on	201.5(d)
Registration (copyright), Deposit of copies and phonorecords for	202.20
Registration, Effective date of	202.4
Registration of copyright	202.3
Automated databases	202.3(b)(4)
Contributions to periodicals	202.3(b)(7)
Daily newsletters	202.3(b)(8)
Daily newspapers	202.3(b)(6)
Photographs	202.3(b)
Serials	202.3(b)(5)
Registration of original designs of vessel hulls	212.1 to 212.6
Registration, one registration per work	202.3(b) (10)
Registrations and recordations, Requests for searches of	201.1(d)
Registrations (completed), Cancellation of	201.7
Registrations (corrected and amplified)	201.5
Registrations (supplementary)	201.5
Registry (Visual Arts)	201.25
Relief (Special)	2.19(e), 202.20(d)
Renewal term (extended), Notices of termination of transfers a	nd li-
censes covering	
Renewals	202.17
Restoration of copyright for certain motion pictures and their co	ntents
in accordance with NAFTA, ³ Procedures for	201.31
Restoration of copyright under the Uruguay Round Agreement Act	201.33, 202.12
Restored copyrights, Registration of	
Retention (Full-term) of copyright deposits	202.23
Royalties and statements of account under compulsory license for	mak-
ing/distributing phonorecords of nondramatic musical works	201.19
Royalty (cable) fees, Filing of claims under 17 U.S.C. 111(d)(4), 80	
to	
Royalty fee (CARP) distribution proceedings	. 251.70 to 251.73
Royalty fee for cable compulsory license, Adjustment of	256.1 and 256.2
Royalty fee for secondary transmissions by satellite carriers, A	.djust-
ment of	258.1 to 258.3
Royalty fees for secondary transmissions by satellite carriers, Fil	ing or
Claims to	257.1 to 257.6
Royalty payable under compulsory license for making/district	outing
claims to	.1 to 200.3, 200.0
Royalty payments for digital audio recording devices and media,	Filing
of claims to	239.1 to 239.0
worksgraphic, and scul	pturai
WOFKS	
Royalty rate for coin-operated phonorecord players, Adjustment of	
Satellite carrier royalty fees, Filing of claims to	25/.1 to 25/.6
Satellite carrier statements of account and royalty fees coveri	11g 11-
censes for secondary transmissions for private home viewing Satellite carriers, Adjustment of royalty fee for secondary transmi	
Saterine carriers, Adjustment of royalty fee for secondary transmi	SSIOIIS
bySculptural works (Pictorial, graphic, and)	238.1 TO 238.3
Sculptural works (Pictorial, graphic, and)	
JEALCH OF TECOLUS, INCUUESUS TOL	

Secondary transmission by cable systems, Royalty fee for compulsory li-
cense for
Secondary transmission by satellite carriers, Royalty fee for
compulsory licenses for201.17
Serials, Group registration of
Service of process, §411(a) notice
Service of process, Complaints to be served on Register of Copyrights
Shareware (computer), Recordation of documents pertaining to201.26
Software lending by nonprofit libraries, Warning of copyright for201.24 Software (public domain computer), Recordation of documents per-
taining to donation of
Sound recordings, Public performance of, Definition of a service
Soundtracks, Deposit of
Special relief (deposit of copies for registration) 202.20(d)
Special relief (mandatory deposit under 17 U.S.C. 407)202.19(e)
Special Services (Copyright Office), Fees for
Specialty stations designated under cable compulsory license
Statements of account (and royalties) under compulsory license for
making/distributing phonorecords of nondramatic musical works 201.19
Statements of account and royalty fees (satellite carrier) covering li-
censes for secondary transmissions for private home viewing201.11
Statements of Account, Auditor's Reports, etc. filed in Copyright Office
for digital audio recording devices or media, Access to and confiden-
tiality of
transmissions by cable systems
Statements of account for digital audio recording devices or media201.28
Statements of Account (In general)
States (48 contiguous), Recordation of cable contracts for systems out-
side of
Statutory license, Notice and recordkeeping for use of sound recordings
Statutory licenses for secondary transmissions for private home view-
ing, Satellite carrier statements of account and royalty fees covering201.11
Supplementary registration application (form and content)201.5(c)
Supplementary registration, Effect on basic registration of
System of records under Privacy Act
Television broadcast signals transmitted by satellite carriers to the public for private home viewing. Adjustment of revelting payable under
lic for private home viewing, Adjustment of royalties payable under compulsory license for
Television broadcast signals transmitted by satellite carriers to the pub-
lic for private home viewing, Procedures for filing claims for compul-
sory license royalty fees covering
Television transmission programs (unpublished), Acquisition and deposit of
Termination of transfers and licenses covering extended renewal term,
Notices of
Tests, Deposit of
Transfer of unpublished copyright deposits to Library of Congress
Transfers and licenses covering extended renewal term, Notices of termination of
nation of
11 ansiers and other documents, recondition 01

Transmission programs (television), Acquisition and deposit of unpub-
lished
Unpublished copyright deposits, Transfer to Library of Congress of201.23
Unpublished television transmission programs, Acquisition and deposit
of
Use (routine) under Privacy Act
Verification information filed in Copyright Office for digital audio re-
cording devices or media, Access to and confidentiality of201.29
Vessel Hulls, Protection of original designs
Visual Arts Registry
Visually perceptible and machine-readable material other than a CD-
ROM format, Deposit of copies containing both202.20(c)(2)(ix)
Voluntary license to permit reproduction of nondramatic literary works
solely for use of the blind and physically handicapped 2201.15
Warning of copyright for software lending by nonprofit libraries201.24
Warnings (display) of copyright for use by certain libraries and ar-
chives
Works:
Architectural
Nondramatic literary
Nondramatic musical